

Community Supervision Standards Juvenile Justice Authority State of Kansas	CHAPTER: DOCUMENTATION, REPORTING AND RECORDS	STANDARD NO. CSS-03-101
	SUBJECT: FILE AUDITS	PAGE: 1 of 1
REFERENCES: None		DATE ADOPTED: 7/1/06 DATE REVIEWED:

STANDARD: Written policy, procedure and practice provide that the information in juvenile files is accurate and up-to-date by conducting thorough juvenile case file and CASIMS data audits. Audits shall be conducted at a minimum of one active juvenile case file from each Community Supervision Officer every three (3) calendar months.

DISCUSSION: Community Supervision Agencies may select any file at random to ensure each Community Supervision Officer's files are in compliance with locally developed policy/procedure and state standards. Each file audit should be documented on a Community Supervision Agency audit form and placed in the juvenile file upon completion.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies and their employees/contractors and juveniles under supervision. They are not intended to establish state created liberty interests for community supervision agencies or their employees/contractors, or supervised juveniles, or an independent duty owed by the Juvenile Justice Authority to community supervision agencies, or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.